

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday January 5, 2021

Chairperson Wastlund called the meeting to order at 6:30 P.M. The meeting was held in City Council Chambers, Baraboo City Hall, 101 South Blvd., Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Koehler
Absent: None
Also: Bobholz
Staff: Patrick Cannon

2. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

3. Approval of Agenda

A motion was made to approve the Agenda as presented
Fordham (1); Koehler (2)
Aye: All via voice vote

4. Approval of Minutes – October 26, 2020

A motion was made to approve the Minutes as presented
Fordham (1); Koehler (2)
Aye: All via voice vote
Nay: None

5. Public Comment

No one from the public wished to speak.

6. Old Business

None

7. New Business

A. Consideration and discussion of a contract with Tim Stieve for project management services with the Library Project

Staff noted that it was their recommendation that the CDA contract with Mr. Stieve for this service. He had previously served as the Owner Representative for the Municipal Building project. The proposed fee is \$3,600 per month.

The Committee discussed the merits of having someone outside of staff to assist with this project. It was determined that current staffing levels do not allow for the amount of time needed for this project.

After careful review, the Committee recommended to the CDA Board approval of the proposed Service Agreement with Mr. Stieve at \$3,600 per month. It was estimated that the services would begin in April 2021 and conclude 60 days past acceptance of the building.

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Motion:

Recommend to the CDA Board approval of the proposed Service Agreement with Mr. Stieve at \$3,600 per month. It was estimated that the services would begin in April 2021 and conclude 60 days past acceptance of the building.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

8. Board Member Comments

Mr. Bobholz noted that he is currently serving as the Acting City Attorney. He may have conflicts of interest while serving in this role.

9. Adjournment

A motion was made to adjourn the meeting at 6:56 P.M.

Koehler (1); Fordham (2)

Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder